

## Syed Khurram Sheheryar

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### **OBJECTIVE:**

Providing support for strengthening the procurement regulatory regime as related to organization and to undertake procurement of goods, works and services for the organization; conforming to rules, regulations and standard operating procedures (as applicable).

### **WORKING EXPERIENCE (19 Years):**

- 1) **Benazir Income Support Programme (BISP Head Quarters), (World Bank)**  
Ministry of Finance, Pak-Secretariat, Islamabad, Government of Pakistan.

Period August 2020 – Present

Position: **Procurement Specialist**

#### **Responsibilities:**

- Responsible for providing assistance and technical guidance; and for executing the procurement activities ensuring compliance with World Bank Procurement Regulations and Public Procurement Rules and prepare contracts, monitor contract performance, including the reporting and status of contracts.
- Monitor and record the progress of procurement activities by regularly updating **Systematic Tracking of Exchanges in Procurement (STEP)**.

- 2) **M/s Pak Arabian Construction Co, Karachi**  
(Civil, Electrical, Mechanical Consultants & Constructors)

Period November 2019 – August 2020

Position: **Manager Procurement**

#### **Responsibilities:**

- Procurement of all required goods and services (Civil, Electrical, Mechanical, Information Technology etc) for various sites all over Pakistan in compliance with Organization's standard operating procedures (SOPs).
- Develop detailed specifications of goods & services.
- Reduce inventory cost through framework agreements and maintain just in time (JIT) delivery schedules at sites.
- Explore new markets / vendors and alternate goods / services in order to maintain quality and reduce cost.

- 3) **Sindh Enhancing Response to Reduce Stunting Project. (World Bank Project)**  
Planning & Development Department, Government of Sindh.

Period May 2018 – November 2019

Position: **Procurement Specialist.**

## **Responsibilities:**

- Responsible for providing assistance and technical guidance; and for executing the procurement activities ensuring compliance with **World Bank Procurement Regulations** and **Sindh Public Procurement (SPP) Rules** for procurement of goods, consulting and non-consulting services.
- Develop, monitor and implement need based Procurement Plan.
- Assist technical teams with development of generic and policy compliant ToRs and specifications; as relevant;
- Ensure compliance with legal requirements of project in procurement actions and submissions for engaging consultants, procuring goods and work requirements;
- Ensure compliance with various fiduciary controls as stated in the Procurement Operations Manual in the procurement process and propose improvement's; if any;
- Review and process operational expenditures in accordance with the plan and budget.
- Maximize efficiency of procurement cycle by providing strategic expert advice and implementing necessary controls ensuring transparency cost effectiveness and soundness of all procurements carried out under the project;
- Address all matters associated e.g. taxation, duties clearance; with support of financial management team
- Monitor and record the progress of procurement activities by regularly updating **Systematic Tracking of Exchanges in Procurement (STEP)**.
- Assist post review audits by DG Audit Sindh and World Bank.
- Managing the process of procurement dispute and complaint resolution;
- Negotiate terms and conditions with support of relevant technical teams
- Prepare contract amendments notices, monitor contract performance, including the reporting and status of contracts;
- Responsible for making and processing following:
  - a) Request for Quotations.
  - b) Comparative Statements
  - c) Purchase Orders.
  - d) Request for Bid.
  - e) Request for Expression of Interest (REOI).
  - f) Evaluation / Short listing of Expression of Interests.
    - o Individual Consultants.
    - o Consulting Firms (QCBS / LCS/ CQBS / QBS / FBS).
  - g) Evaluation Reports (Technical / Financial)

## **4) USAID-Sindh Basic Education Program.**

(Program Management & Implementation Unit)

School Education & Literacy Department, Government of Sindh, Karachi

Period: July 2014 – May 2018.

Position: **Senior Manager Procurement.**

## **Responsibilities:**

- Procurement of goods works, consulting and non-consulting services as per Sindh Public Procurement Rules (SPPRA).
- Support relevant departments with quotations for the purpose of tenders.
- Finalization of bill of quantities (BOQs) and specifications.
- Preparing tender estimates.
- Ensure quality of goods & services through well elaborated procurement contracts.
- Market Surveys.

Process the following documents.

- Annual Procurement Plan
- Expression of Interest (EOI)
- Request for Proposals ((RFP)
- Terms of Reference
- Bidding Documents
- Contract Agreements
- Bid Evaluation Report
- Request for quotation
- Direct Contracting
- Comparative Statement
- Purchase & Service Orders
- Notice inviting Tenders (NIT)
- Contract Evaluation Form

**Achievements;**

Successfully completed following Tasks:

Awarded 15 packages of Schools construction, procurement of furniture and stationery.

Audits of AG Sindh, Deloitte Pakistan & USAID (PWC-Ferguson).

Auction of unserviceable items as per Sindh Government Rules.

**Certificates of Appreciation**

From United States Agency for International Development (USAID) and Sindh Basic Education Program, School Education & Literacy Department, Government of Sindh.

**5) M/S Al-Fatah International.**

(Engineers, Planners, Consultants & Constructors)

Period: December 2012 – June 2014.

Position: **Assistant Manager Procurement.**

**Responsibilities:**

- Procurement of goods related to civil, electrical, mechanical, Information Technology, general items and services.
- Explore available technology and implement best practices related to purchasing activities.
- Float of enquiries based on technical specification received, taking quotations.
- Plan, organize, track and disseminate information related to raw material suppliers.
- Maintain up to date supply base information database.
- Negotiating long term agreements in order to reduce cost.

**6) M/s Amreli Steels Ltd.**

(Manufacturer of Steel Billets & Reinforced Steel Bars).

Period: November 2010 – December 2012.

Position: **Senior Officer Procurement.**

**Responsibilities:**

- Ensure competent quality execution of all regular purchasing duties, administrative works and documents in accordance with company policies and SOP.
- Explore goods and services globally having required specifications in order to reduce cost.
- Maintain complete updated purchasing records/data and pricing in the system.
- Search foreign suppliers, bring **proforma invoice** when needed and proceed accordingly.
- Coordinate with user departments and suppliers regarding procurement for projects assigned.
- Monitor and co-ordinate deliveries of items between suppliers to ensure **Just in time (JIT)** deliveries to site/store.

- Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
- Formulate and implement yearly commodity and supply base strategy.

**Achievements:**

Completed Melt-shop (Billet) Project along with regular requirements of Steel Reinforcement Bars Plant within required period of time having low cost and productivity.

**7) M/S A&A Metal Industries (Pvt) Ltd.**

Auto Parts [Leaf Spring (Alloy Steel)] Manufacturer

Period: April 2006 – November 2010

Position: **Executive Procurement.**

**Responsibilities:**

- Procurement of goods related to civil, electrical, mechanical, Information Technology and general items and services.
- Inventory Audit.
- Costing of direct and indirect material for **Original Equipment Manufacturing (OEM)**.
- Receiving inspection and Supplier's evaluation.
- Advised and coordinated with other departments throughout the company regarding purchasing projects.
- Identify high-margin opportunities for additional product offerings through market research and networking with customers, vendors, and the academic community.

**Achievements:**

- Completed procurement projects of manufacturing Furnaces and other equipment & machinery including regular production requirement of Leaf Spring Plant.
- Successfully completed **ISO audits ISO 9001-2000 (Lloyd's Register Quality Assurance)**.
- Foster sales drastically by successfully launching prize scheme.
- Reshape advertisement of the Company in order to increase brand name & market share.

**8) M/S Al-Fatah International.**

(Engineers, Planners, Consultants & Constructors)

Periods: August 2001– March 2006

Position: **Procurement Officer.**

**Responsibilities:**

- Ensure Just in time delivery of goods & services at sites in order to complete projects.
- Drove cost reduction activities and maintained purchasing documentation.
- Ensured stock inventory levels were maintained to adequately meet operation needs.
- Participated in the development and implementation of departmental policies and procedures.
- Expedite purchase orders by identifying and resolving vendor or shipment problems.

## **ACADEMIC QUALIFICATION:**

<b>Degree</b>	<b>Institution</b>
Master of Business Administration (MBA)	Preston University, Karachi Pakistan
Bachelor of Business Administration (BBA)	Preston University, Karachi Pakistan
Bachelor of Arts (BA)	University of Karachi
Diploma in Supply Chain Management (01 Year)	University of Karachi.
HSC (Pre Engineering)	Board of Intermediate Education Karachi
S.S.C (Science)	Board of Secondary Education Karachi

## **ADDITIONAL QUALIFICATION / SKILLS:**

- Working experience of following Softwares:
  - a) World Bank Software [Systematic Tracking of Exchanges in Procurement(STEP)]
  - b) Enterprise Resource Planning& Systems Applications& Products (ERP& SAP).
- Import / Export Management by Skill Development Council.
- Graphic Designing by Arena Multimedia.
- Computerized accounting by Seeker Business School.

## **TRAININGS:**

### ❖ **Training on Procurement & Contract Management.**

Training organized by The World Bank.

### ❖ **Sindh Public Procurement Act 2009 & SPP Rules.**

- Trainings conducted by Sindh Public Procurement Regulatory Authority (SPPRA)
- Training on Procurement Performance Management System (PPMS).
- Computer based Training for online procurement.

### ❖ **Lahore University of Management Sciences (LUMS).**

Training on Procurement Management (Training of Trainers).

### ❖ **Institute of Tender Management.**

- How to perform Public Auction
- Procurement Planning.
- Project Management.
- How to avoid audit objections in Public Procurement.
- Sindh Public Procurement Rules.
- Side Effects of Procurement.
- How to prepare perfect bidding documents.

### ❖ **University of Karachi:**

Project Management Training.

### ❖ **Quality Concerns**

Continual Process Quality Improvement (ISO 9001-2000).

### ❖ **Creative Management Services.**

- Motivating yourself and others to excel.
- The Winning Communication Skills.
- Customer Services.

### ❖ **REFERENCES:**

References will be furnished upon request.